

# **Health Module 1**

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## **Hand Washing, Gloving, General First Aid Assistance, Medication Administration, and Toothbrushing**

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### **HAND WASHING**

The practice used to prevent the transmission of communicable diseases by using good hand washing techniques and/or gloves when indicated.

Hands should be washed: Upon entry into the Center in the morning, before preparing or serving food (any food preparation), after diapering a child, wiping a nose, cleaning up messes (feces or vomit), after toilet use, handling pets and after coming in contact with spills of blood or other visibly bloody bodily fluids.

Keep the children's hands washed, especially before they eat or drink, and after they use the toilet. If they're too young, staff should wash the children hands for them (as well as their own). Teach children to get into the habit of hand washing to help control the spread of disease.

Medical professionals consistently rank this near the top of the list of ways to protect oneself from exposure to HBV or HIV. For hand washing to be an effective prevention strategy, it is important that staff members wash their hands often and always before and after encountering a potential exposure situation. This includes washing after using gloves. It is also important to use a hand lotion after each hand washing to protect the skin from chapping. Small breaks in the skin are potential openings for the virus to enter the body.

### **GLOVING PROCEDURE**

Because of the very serious nature of the blood-to-blood diseases (Hepatitis B and HIV), precautions are to be taken to prevent the possibility of transmitting these diseases in the Centers. Staff will wear nonporous gloves when they are in contact with spills of blood or other visibly bodily fluids. Non-latex gloves will be readily available to staff that are allergic to latex gloves.

### **GENERAL FIRST AID ASSISTANCE**

- a) Wear disposable nonporous gloves when rendering first aid or cleaning injuries.
- b) Disposable towels/clean gauze should be used for each injury and then discarded.
- c) Place any blood stained first aid supplies in plastic bag that can be sealed.
- d) Remove gloves (turning inside out) and place in plastic bag.
- e) Wash hands with soap and water after removing gloves.

### QUIZ

1.  True  False Hand washing is one of the best practice for preventing communicable disease.
2.  True  False You should remove all jewelry when washing hands.
3.  True  False Children should wash their hands after playing outside.
4.  True  False You should always wear disposable gloves when rendering first aid or cleaning injuries.
5.  True  False After washing your hands, you should turn the water off before drying your hands.
6.  True  False Gloves should be placed in a biohazardous waste container.
7.  True  False Staff should always wash their hands after using gloves.



## MEDICATION ADMINISTRATION

Ideally, all prescription medication should be given at home. If the dose is written for a specific time, Head Start staff will accommodate the order. However, Head Start staff will not administer more than one dose in the center unless the child's condition warrants an adjustment. No over-the-counter (OTC) will be given to any child by staff. Only physician prescribed the medicine can be administered by staff.

Medication of any kind should be stored away from food, and stored in a sturdy, child-resistant, closed containers that are both inaccessible to children and prevent spillage. Each center should have a designated locked place for medication storage. Medications that require refrigeration must be kept in a designated refrigerator or in a locked box in the staff refrigerator.

IPECAC will be available in the First Aid kit of each center.

## **SPECIAL PROCEDURES**

### **INSTRUCTIONS**

- 1) All medication to be administered by Head Start personnel should be authorized by the parents of the legal guardian requesting the medicine to be given at the Head Start center.
- 2) Parents will also be encourage to bring in the statement from the pharmacist stating the potential side effects of the medication.
- 3) Medication prescribed by a licensed physician who is clearly labeled by the pharmacist may be given 10 school days or less without a written order.
- 4) Medicines administered longer than 10 days require a physician's order on the Authorization for Dispensation of Medication Form and the parent's signature. This form includes the child's name, name of medication, times given, the amount and route of administration.
- 5) Medications directed to be administered "as needed" (PRN) or uses of equipment will be administered must have specific directions for administration, including minimum time between doses and maximum number of doses and criteria for administration.
- 6) Prescription medication must be in the original container labeled with the child's name, the date the prescription was filled, route of administration, physician's name, expiration date, and storage and disposal instructions.
- 7) Staff must administer the medication as stated on the label direction, Staff will watch for allergic reactions when administering medicine. A child's

reaction to medication may occasionally cause an extreme (unusual/negative) reaction. When this occurs, HSGD staff will initiate emergency procedure and call 911.

- 8) Medication must not be administered after the expiration date on the container, or beyond the expiration of the instructions prescribed by the health care provider. If a child withdraws from the center or the medication expired, every attempt must be made to return the unused medication to the child's parent. With an unsuccessful attempt, the medication must be properly disposed (per Health Coordinator instructions). If the labeling or instructions are unclear, staff will call the physician, pharmacist, or have parents bring more instructions. If the information is still unclear, do not administer the medicine. Inform the Health Specialist of concerns and wait for their instructions.
- 9) The documentation for Dispensing of Medication must be posted inside storage closet or kept in a notebook within the room in order to maintain privacy.
- 10) Once the child has completed the medication regiment, this form should be placed in the physical section of the notebook.
- 11) For special procedures, permission from parents and instructions from their PCP should be obtained prior to performing the staffing and or task.

### **PROCEDURE**

- 1) The Teacher will be responsible for administering, handling and storing all prescription medications.
- 2) Staff must wash hands before and after administration of medicine.
- 3) The Site Manager will be responsible if the Teacher or Assistant is absent.
- 4) The Staff person will complete the section of the form for Dispensation of Medication each time a dose of medication is administered to a child. This section includes the child's name, medication, date & time given, amount administered and the staff person administering the medication. If a child misses a dosage during the time medication should have been given, it must be documented (i.e. child is absent). Special circumstances, such as spills, adverse reactions, and refusal to take medicine must be documented in the progress notes. Staff will inform parents when these incidences occur. Staff will assist the parent in consulting with the physician if there are consistent administering problems.

- 5) Staff will assist parents in communicating to the physician observable behaviors changes of the child. Changes in the normal behavior will be documented in the progress notes in the physical section of the notebook.

## QUIZ

**Directions:** Put these steps in the correct order to (1-10) prevent administration of medication errors in the center.

8.  Right amount of medication given
9.  Parent permission form signed
10.  Stored medicine properly
11.  Right time to be given
12.  Read the label three times
- a) Before taken from the shelf
  - b) Before administration
  - c) Before returning to the shelf
13.  Right medicine
14.  Right child
15.  Prescribed by a physician
16.  Document administration
17.  Re-administration of medication is not attempted if the child spits it out.

Each classroom will have daily-supervised tooth brushing. Children are required to brush their teeth after each meal. On the day of the "Birthday Celebration" the children will also need to brush their teeth after this activity. Toothbrushes will be provided for each child enrolled in the agency.

The Health Coordinator will order toothbrushes three times per year from Baylor Dental College. Health staff will be responsible for distribution to the centers when indicated. Toothbrushes should be changed at least three times (Aug., Nov., March) a year or more when indicated.

## SANITATION/STORAGE

- 1) Each classroom will have a toothbrush holder.
- 2) Holders will stored/covered in manner to prevent contamination
- 3) Toothbrushes are stored at least 3 inches apart

- 4) Each child will have a toothbrush with its name on it.
- 5) Each toothbrush holder will be cleaned twice a month by the teacher.
  - Teachers will dispense toothbrushes, cups and paste to each child
  - Each child will be given a plastic cup.
  - The teacher will dispense a small amount of an ADA approved toothpaste at the bottom of the cup.
  - Children will utilize their toothbrush to manipulate the toothpaste on the individual toothbrush.
  - The child will rinse his/her mouth with water, using the plastic cup.
  - The plastic cup must be discarded after each use.
  - No more than two children at a time should be at the sink brushing their teeth.

#### **EARLY HEAD START (Tooth brushing Policy)**

- Each classroom will have daily supervised tooth brushing
- Infants enrolled in EHS program will have gums and erupted teeth wiped after each feeding
- Teeth of children who are one to two years will be brushed daily after each meal with a toddler-sized toothbrush and water.
- Children that are two years of age, who are able to spit toothpaste without swallowing it will brush their teeth with ADA approved toothpaste.

#### **QUIZ**

18.  True  False Children are to be supervised when they are brushing their teeth.
19.  True  False After each “birthday celebration”, children need to brush their teeth.

20.  True  False Teachers need to brush their teeth with the children.
21.  True  False Children are required to get their own toothbrushes and toothpaste.
22. How often do the teachers clean toothbrush holders per month?
- A) 1  B) 3  C) 2
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